

IMMEDIATE ATTENTION

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE (AFMC)**

**HILL AFB PRODUCT ANNOUNCEMENT 1
6 JANUARY 2003**



PART I - PUBLICATIONS

SECTION A – Publications Released

The following new or revised electronic Hill AFB publications have been processed and released by the Publishing Management Office (75 CS/SCSP). The publications are available for viewing from the Hill AFB Electronic Publications Library.

Publications Distributed (Electronic)

Hill AFB Index 2, Numerical Index of Hill AFB Publications, 13 Dec 02, supersedes Hill AFB Index 2, 17 Jun 02. OPR: 75 CS/SCSP. Distr: F. **(Revised)**

Hill AFB Index 9, 13 Dec 02, Numerical Index of Hill AFB Forms, supersedes Hill AFB Index 9, 17 Jun 02. OPR: 75 CS/SCSP. Distr: F. **(Revised)**

AFI31-204/Hill AFB Supplement 1, 31 Dec 02, supersedes AFI 31-204/Hill AFB Supplement 1, 7 May 01. OPR: 75 SFS/SFOXP. Distr: F. **(Revised)**

Publications Distributed (Paper)

None.

SECTION B – Rescinded Publications

Hill AFB Index 2, 17 Jun 02 superseded by Hill AFB Index 2, 13 Dec 02.

Hill AFB Index 9, 17 Jun 02 superseded by Hill AFB Index 9, 13 Dec 02.

AFI 31-204/Hill AFB Supplement 1, 7 May 01. superseded by AFI31-204/Hill AFB Supplement 1, 31 Dec 02.

SECTION C – Publications Not Yet Published

Announcements in this Section are for planning purposes only. These publications are not yet available.

None.

SECTION D – General Information

None.

PART II - FORMS**SECTION A – New/Revised Purpose Statement**

Physical (Paper) Forms. The following new/revised physical forms are available from the form's office of primary responsibility (OPR) as indicated.

None.

Electronic Forms. The following FormFlow new/revised electronic forms are approved for use. They are Y2K compliant. All prior editions/versions will be disposed of upon release of these forms unless otherwise noted.

OO-ALC 264-1, Jan 03, EF, 2003 Projected Leave Schedule, EF, FC3630, prescribing directive pending Union bargaining of AFI 36-815. This form may be used by civil service employees to submit projected annual leave for 2003 to their supervisor's as required by the Master Labor Agreement. Replaces OO-ALC Form 264-1, Jan 02, which will be salvaged. OPR: 75 CS/SCSP.

OO-ALC 264-2, Jan 03, EF, 2003 Individual Leave Record, EF, FC3630, prescribing directive pending Union bargaining of AFI 36-815. This form may be used by civil service employees to maintain a leave record of their family sick leave on in accordance with the Family Friendly Leave Act requirements. Replaces OO-ALC Form 264-2, Jan 02, which will be salvaged. OPR: 75 CS/SCSP

SECTION B – Electronic Forms Released

The following forms new, converted to electronic or new versions of existing forms are available for use or download from the Hill AFB Electronic Forms Library (<http://www.hill.af.mil/scsweb/pdl/ooforms1.htm>) website.

OO-ALC 264-1, Jan 03, Version 1

OO-ALC 264-2, Jan 03, Version 1

SECTION C – Obsolete/Transferred

Obsolete. Organizations and customers salvage or use all the sock of the following forms as indicated according to AFI 37-161.

OO-ALC 264-1, Jan 02. Salvage. Replaced by OO-ALC 264-1, Jan 03.

OO-ALC 264-2, Jan 02. Salvage. Replaced by OO-ALC 264-2, Jan 03.

Transferred. The following electronic forms are now available on other websites. They have been removed from the Hill AFB Electronic Forms Library website.

None.

SECTION D – General Information

OO-ALC 520, Dec 98. Change functional code to read as “3660.”

LLOYD JACK, Lt Colonel, USAF
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